* Do you agree to take part in this survey sent to you by Business in the Community? The data collected will be used to assess your organisation's entry to The Times Top 50 Employers for Gender Equality list published in summer 2025.

○ I am happy to take part in this survey sent to me by Business in the Community

○ I do not want to take part in this survey

* You must accept the <u>Terms and Conditions</u> to proceed with this entry. The information you provide must relate to the UK portion of your business only.

○ I agree to the Terms and Conditions

* Tell us the name of your organisation as you would like it to appear printed in The Times Top 50 Employers for Gender Equality list.

[   ]

* How many people does your organisation employ in the UK?

[   ]

* Which sector best describes your organisation?

[   ]

Who is the main contact for this entry?

Main contact name: [   ]

Main contact job title: [   ]

Main contact telephone: [   ]

Main contact email: [   ]

Confirm main contact email: [   ]

Who is the senior contact who has approved this entry?

Senior contact name:

Senior contact job title:

Senior contact telephone:

Senior contact email:

Confirm senior contact email:

Who is the press contact?

Press contact name:

Press contact telephone:

Press contact email:

Confirm press contact email:

Who is the invoice contact?

Invoice contact name:

Invoice contact telephone:

Invoice contact email:

Confirm invoice contact email:

Section one: Organisation description

Description of your organisation (200 words)

Please provide headline information on the nature of your business to set the context for your activities.

Your submission should be anonymous. Please do not refer to your organisation's name and avoid references that would reveal its identity (i.e. names of high-profile individuals, names of high-profile programmes / initiatives or high-profile awards success).

We reserve the right to return the submission to be edited or to remove or edit submission content ourselves if we feel it necessary to ensure anonymity.

Please provide a 50 words descriptor of why achieving gender equality in the workplace is important to your organisation. Please avoid using your organisation's name. This could be used in promotional work with The Times should you appear in the Top 50.

Please upload a high resolution copy of your logo (Max 16MB)

if you are unable to utilise this method of upload, email your logo to
TimesTop50@bitc.org.uk These answers have logic applied

Choose File   Choose File   No file chosen

Part 1: Strategy and accountability

1. Strategy and objectives

1.1 Tell us about your strategy to address gender equity in your organisation (500 words).

Implementing a comprehensive gender equity strategy, aligned with business objectives that includes clear mechanisms for accountability, drives positive diversity outcomes for women and other underrepresented groups. In answering this question, we would like to understand:

- The specifics of your strategy (e.g. What targets have you set to measure progress? Are they stretching, time-bound, and intersectional? How do you know that the targets set are appropriate based on current organisational and community demography?)
- How progress against your strategy is measured and monitored, and who is accountable for achieving this
- How you ensure there is senior-level responsibility, accountability and oversight around the agenda. How are senior leaders supported to deliver your strategy?
- How you ensure that your strategy is embedded across different functions and levels of the organisation, and that the wider business is working to deliver this?
- How you continue to refine and assess your gender equity strategy and action plans

We are also keen to hear how your strategy recognises that effective championing of gender equity means taking an intersectional approach, recognising and addressing the complex ways that different forms of disadvantage and inequality intersect

2. Line managers

2.1 How do you mobilise and support line managers to achieve greater gender equality? How are they held accountable for achieving your gender equality strategy? (500 words).

Line managers play a powerful role in individual employees' experiences at work, from perceptions of organisational culture to access and individual use of specific policies, such as flexible working or parental leave, and development opportunities. In answering this question, we would like to understand:

- How do you ensure that line managers are engaged and take ownership of this issue?
- What support is offered to line managers to embed your gender equality strategy and/or address known challenges for gender equality at work generally?
- How line managers are held accountable for progress and assessed against delivery of this.
- Any additional support offered to this group to help them support colleagues through current business/social challenges (i.e., hybrid working, cost of living crisis, mental health & wellbeing, domestic abuse).

3. Pay and rewards

3.1 Do you conduct equal pay audits?

◯ Yes

◯ No

3.2 Does your organisation conduct pay gap analysis?

◯ Yes

◯ No, we are not mandated to analyse and report our Gender Pay Gap

◯ No, we do not conduct pay gap analysis

3. Pay and rewards

3.2.1 What pay gap analysis does your organisation conduct?

- ☐ Gender
- ☐ Ethnicity
- ☐ Disability
- ☐ Working pattern e.g. reduced hours versus full time
- ☐ Location / region
- ☐ Socio-economic status
- ☐ Other (please specify)

  [   ]

3. Pay and rewards

3.2.2 What pay gap analysis or action planning does your organisation externally publish?

- ☐ Gender
- ☐ Ethnicity
- ☐ Disability
- ☐ Working pattern e.g. reduced hours versus full time
- ☐ Location / region
- ☐ Socio-economic status
- ☐ [Insert text from Other]
- ☐ None of the above

3.3 Does your organisation combine data to provide a more comprehensive intersectional understanding of pay trends, for example gender and ethnicity pay gaps?

- ○ No
- ○ Yes (please specify what data sets you combine)

  [   ]

3.4 Does your organisation pay the UK Real Living Wage nationally and in London?

- ○ Yes, we are a Living Wage accredited employer
- ○ Yes, but we are not a Living Wage accredited employer
- ○ No, not all of our roles are paid above the UK real Living Wage

3. Pay and rewards

3.5 What action have you taken to ensure that your pay and reward processes are fair and transparent? Please provide evidence that your activity has had an organisational impact in the last 2 years. (500 words)

The Gender Pay Gap is one of the most stubborn, entrenched inequalities at work. Many women and other marginalised genders spend a lifetime earning less than men, which has a knock-on effect on their financial security, life choices, and even basic safety. Transparent pay and reward processes are crucial to addressing Gender and Ethnicity Pay Gaps, reducing pay discrimination and levelling the playing field for negotiations, especially benefiting women and other groups less likely to negotiate salaries. Furthermore, transparent compensation practices foster a positive work culture and contributes to better business outcomes by building trust and engagement with employees, leading to higher job satisfaction, productivity, retention and talent acquisition. In answering this question, we would like to understand:

- How you monitor your pay to ensure it is fair and equal? How are the results used to inform your policies/processes/initiatives?
- How transparency is embedded in the pay and reward process
- How decision maker bias is mitigated in decisions around pay and reward
- How you communicate and engage employees in this process
- The impact your approach is having, ideally backed up with qualitative and quantitative evidence.

Section two: Entry questions

Part 2: Policies and processes

4. Recruitment and selection

4.1.1 What action do you take to recruit a gender diverse workforce through job descriptions and advertisements? Please tick all that apply.

☐ Review job descriptions for clarity and inclusivity

☐ Focus on essential skills needed for the role

☐ Check job descriptions for non-inclusive, gender biased language

☐ Eliminate unnecessary qualifications

☐ Publish our flexible working policies in full externally (i.e. on our careers website or within recruitment materials)

☐ Publish our parental leave policies in full externally (i.e. on our careers website or within recruitment materials)

☐ Publish employee case studies and/or data that illustrates how widespread access, take-up of these various policies are (i.e. on our careers website or within recruitment materials)

☐ None of the above

4.1.2 What action do you take to recruit a gender diverse workforce through sourcing candidates? Please tick all that apply.

- [ ] Advertise roles directly to diverse applicants (i.e. through job-boards, specialist sites)
- [ ] Use targeted referrals to reach underrepresented groups
- [ ] Attend careers fairs or partner with networking groups
- [ ] None of the above

4.1.3 What action do you take to recruit a gender diverse workforce through the application process? Please tick all that apply.

- [ ] Provide clear expectations and timelines to candidates
- [ ] Proactively offer reasonable adjustments e.g. childcare payments, support for attending interviews.
- [ ] None of the above

4.1.4 What action do you take to recruit a gender diverse workforce through your interview and selection criteria? Please tick all that apply.

- [ ] Require hiring managers undertake training on inclusive recruitment and / or unconscious bias
- [ ] Use structured interviews with defined job criteria checklists
- [ ] Ensure diverse interview panels
- [ ] None of the above

4. Recruitment and selection

4.2 Do you publish salaries or salary bandings on all job descriptions both internally and externally i.e. avoid phrases like 'competitive' as only information shared regards renumeration?

- ( ) Yes
- ( ) No

4.3 Do you ask for salary history during recruitment?

- ( ) Yes
- ( ) No

4.4 Are roles advertised as open to flexible working by default i.e. that flexible working is standard practice and the right to request it can be made from day 1 of employment?

- ( ) All of our roles are advertised this way
- ( ) Most of our roles are advertised this way
- ( ) Some of our roles are advertised this way
- ( ) None of our roles are advertised this way

4.5 Do you collect diversity data at the application stage to ensure that you can identify any potential barriers for diverse candidates? Please select what kind of diversity data you collect

- [ ] Gender

- [ ] Ethnicity

- [ ] Disability

- [ ] Working pattern e.g. reduced hours versus full time

- [ ] Location / region

- [ ] Socio-economic status

- [ ] Other (please specify)

[   ]

- [ ] We do not collect diversity data at recruitment stage

4. Recruitment and selection

4.5.1 How often do you analyse this data?

- ( ) Quarterly

- ( ) Annually

- ( ) Bi-annually

- ( ) Intermittently

- ( ) It is constantly monitored

4.6 Tell us about any further activity taking place to recruit a gender diverse workforce. Please provide evidence of the organisational impact of your approach in the last 2 years (500 words).

In this question, specify any activities being undertaken to ensure fair and equal recruitment processes throughout your organisation, including any targets you have in place and how success against these is measured and monitored. This is relevant to all levels from the entry point to senior levels and may include addressing occupational segregation where relevant. In answering this question, we would like to understand:

- Action taken to scrutinise job design and/or recruitment processes to remove bias
- How you have targeted particular levels, departments, or job roles/functions in which there is an under- or over-representation of women or other minoritised genders within your organisation, including details of any recruitment targets
- Any specific recruitment initiatives/programmes that you have in place.
- Work with external organisations, agencies, and communities.
- How you ensure that your approach is intersectional and addresses other forms of disadvantage beyond gender
- How you monitor your approach to ensure success
- The impact your approach is having, ideally backed up with qualitative and quantitative evidence.

5. Progression and promotion

5.1 Targets for gender balance or representation are set across the organisation at the following levels

☐ Executive / board level

☐ Senior management

☐ Mid-level management

☐ Front line managers

☐ Entry level

☐ Other (please specify)

☐ We do not have gender balance targets

5.2 How is executive remuneration linked to progress on equality, diversity and inclusion? Please tick all that apply.

☐ Against overall representation targets at different levels

☐ Impact on immediate team

☐ Executive remuneration is not linked to progress on equality, diversity and inclusion

5. Progression and promotion

5.3 How do you ensure that all women and other marginalised genders within your organisation are able to progress and flourish? What processes, policies and activities do you have in place to support this, including activity to increase diversity in senior leadership? Please provide evidence that your activity has had an organisational impact in the last 2 years. (500 words).

Women are still underrepresented in senior positions and currently make up less than 2 in 5 senior management roles. There are only 10 female CEOs in the FTSE 100, with women from Black, Bangladeshi and Pakistani backgrounds significantly underrepresented at C-suite level. Only 19% of transgender employees are managers or senior leaders vs 32% of cisgender employees. In answering this question, we would like to understand:

- How you assess and manage performance in a way that is fair and challenges bias
- Action taken to address occupational segregation and create a diverse and robust pipeline for senior leadership positions, especially in functional roles i.e., targeting particular levels, departments, or job roles/functions in which there is an under- or over-representation of women, scrutinising job design and flexibility, the use of formal training, and development programmes.
- Any action to change or enhance the culture of the organisation alongside addressing occupational segregation
- The involvement of senior leaders and line managers in achieving your ambition
- How your approach is intersectional and addresses the barriers faced by different groups of women and other marginalised genders (i.e. returners, new parents, older workers)
- The impact your approach is having, ideally backed up with qualitative and quantitative evidence

6. Flexible working

6.1 What flexible working options do you offer? Please tick all that apply

- [ ] Remote work
- [ ] Hybrid working
- [ ] Part time
- [ ] Flexible start and finish times ('flexitime')
- [ ] Compressed hours
- [ ] Term time work
- [ ] Job-sharing
- [ ] Contingent work
- [ ] Career breaks
- [ ] Other (please specify)

6.1.1 Do you monitor the progression of employees who work flexibly for any discrepancy with colleagues who do not work in this way? For example, promotion rate, time to promotion, and project access.

○ Yes

○ No

6.2 Are these policies available from day one of employment?

○ Yes

○ No

6.3 Do you have a senior sponsor or executive champion in place to support the adoption of flexible working?

○ Yes

○ No

6.4 Do you provide training to managers on effectively managing flexible work arrangements?

○ Yes

○ No

6. Flexible working

6.5 How do you enable employees to work flexibly within your organisation and address the barriers to greater flexible working for all? Please provide evidence that your activity has had an organisational impact in the last 2 years. (500 words).

Employers that embrace flexible ways of working are more equitable, diverse and inclusive according to industry benchmarks, and it remains a proven tool for increasing gender equality in the workplace. How do you enable your employees to work flexibly? Approaches may include supporting different working patterns, taking an employee-centric approach to job design. How are you addressing challenges to flexible working so that employees of all genders can access it? Challenges may be issues such as an existing long hours culture, current inflexibility in delivery of senior and operational roles. How do you role model flexible working and support line managers to co-create good jobs for all? In answering this question, we would like to understand:

- How does the organisation's infrastructure enable and support flexible ways of working?
- How the organisation's culture enables and supports flexible ways of working, including any action you have taken to ensure that everyone who can benefit from flexible working can access it (i.e., addressing working hours, performance management, promoting flexible working practices to all genders).
- The internal communication of flexible working practices and support offered to employees.
- The involvement and support offered to leaders and line managers to enable good job design and flexible working practices, including how they are held accountable for this being achieved.
- How are you measuring your flexible working policies and practices for success and to ensure that there is no bias to those who are using them.
- The impact your approach is having, ideally backed up with qualitative and quantitative evidence

7. Polices to support parents and carers

7.1 Which of the following best describes your company's parental leave policy?

- ○ Statutory maternity leave + statutory paternity leave
- ○ Enhanced maternity leave + statutory paternity leave
- ○ Statutory maternity leave + enhanced paternity leave
- ○ Enhanced maternity + enhanced paternity leave (different policy for each parent)
- ○ Equal parental leave (same policy for all parents)

Please provide the details of your parental leave policies, including the number of weeks paid (enhanced or statutory) and unpaid for both birthing and non-birthing parents

7.2 Is your parental leave policy accessible from day 1 of employment?

○ Yes

○ No

7.3 Is your company considering introducing an equal or enhanced parental leave policy in the next 2 years?

○ Yes

○ No

○ Not sure

7.4 Do you offer paid leave for working carers?

○ Yes

○ No

7. Polices to support parents and carers

7.4.1 How many days of paid carers leave do you offer annually?

[   ]

7.4.2 Is your paid carers leave policy accessible from day 1 of employment?

○ Yes

○ No

7.5 Do you offer leave for those experiencing miscarriage or birth loss?

○ Yes

○ No

7. Polices to support parents and carers

7.5.1 Does this policy extend to partners?

○ Yes

○ No

7.6 How do you ensure parents and carers are able to flourish and progress at work at the same rate as those without caring responsibilities? Please provide evidence that your activity has had an organisational impact in the last 2 years. (500 words)

Caring is the norm and not the exception, with 44% of the workforce currently combining paid work with caring responsibilities. Individuals with caring responsibilities can find it harder to attain, retain and progress into good work, with women (who continue to carry out the majority of informal caring) and individuals from Black, Asian, Mixed Race and other ethnically diverse groups disproportionately affected. Recent research has shown 1 in 10 mothers of young children have been forced to quit their jobs due to difficulties balancing work and childcare. Explain how your policies and culture support working carers so that they are able to flourish and progress at work. In answering this question, we would like to understand:

- The support you have in place to help employees combine work and home life.
- Actions you have taken to ensure that working carers do not face stereotypes or bias at work.
- Any efforts you are making to ensure people of all genders are able to care.
- How line-managers are equipped to support parents and carers.
- The impact your approach is having, ideally backed up with qualitative and quantitative evidence.

8. Low paid women

8.1 How do you promote gender equity outside of your organisation? Please tick all that apply

☐ Engaging with customers / clients

☐ Engaging with our supply chain

☐ Engaging with Education (Primary and/or secondary)

☐ Engaging with Further education (Apprenticeships, Higher Level qualifications)

☐ Investment in female entrepreneurs

☐ Community work

☐ Other (please specify)

☐ Our gender balance work is internally focused

8.2 Do you have targets to increase diversity and inclusion within your supply chain?

○ No

○ Yes (please share your targets)

[text box]

8. Low paid women

8.3 How is your organisation supporting and developing women and other marginalised genders on low pay? Do you work with your supply chain to encourage and enable them to support and develop their lowest paid women? If you have no specific activity targeting low paid women, please share your approach to supporting low paid workers. (500 words)

Women make up the majority of those earning low wages, can find themselves 'trapped' in lower paid roles, and still tend to dominate in functions that are often lower valued, such as caring, cashiering, catering, cleaning and clerical work. Some groups of women, those from Black, Asian, Mixed Race or other ethnically diverse backgrounds – or lower socio-economic backgrounds – are at a further increased risk of low pay, with LGBTQ+ employees earning on average 16% less than their heterosexual peers. Low paid workers can often find themselves locked out of progression opportunities, not able to access many of the workplace benefits more highly paid colleagues can experience. In part this can be due to the nature of their employment – many low paid workers will be classified as 'agency' or 'temp' staff in some way.

We are interested to learn more about what you are doing to attract, support and develop the lowest paid women in your organisation, including any action taken to address women at risk of low pay within your supply chain. In answering this question, we would like to understand:

- How you identify your lowest paid women and potential barriers to progression they may face (i.e., do they dominate certain job groups, experience levels or working patterns)?
- Action taken to develop and support this group to access training and progression opportunities.
- Inclusive job design or specific recruitment initiatives that benefit your lowest paid women.
- Action you are taking with your agency, contract, or wider supply chain network to ensure that the lowest paid women working for them are supported to progress, for example, by asking for D&I statements when appointing an agency to deliver certain functions.

[text box]

Section two: Entry questions

Part 3: Inclusive cultures

9. Sexual Harassment

9.1 Do you have a specific policy on sexual harassment at work (rather than considering a wider anti-bulling and harassment policy sufficient)?

○ Yes

○ No

○ We are currently updating this

9.2 Do you use Non-Disclosure Agreements (NDA's) in the investigation of complaints into bullying and harassment including sexual harassment?

○ Yes

○ No

9. Sexual Harassment

9.2.1 Do you monitor the use of Non-Disclosure Agreements, including the gender profile of signatories?

○ Yes

○ No

9.2.2 Do you utilise one-sided confidentiality agreements in these matters?

○ Yes

○ No

9.3 Do you have mental health and wellbeing support accessible to all employees?

○ Yes

○ No

9. Sexual Harassment

9.4 What measures does your organisation have in place to prevent sexual harassment, promote employee reporting of such incidents, and address cases when they do occur? (500 words)

Sexual harassment in the workplace is defined as unwelcome behaviour of a sexual nature that infringes upon an employee's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. Perpetrators of such harassment can include colleagues, customers, and clients. Sexual harassment is a prevalent issue, with the likelihood that most employers will, at some point, employ someone who experiences such misconduct. It is important to understand that harassment can affect individuals of any gender, though research indicates that certain groups may be more vulnerable to workplace harassment. For example, statistics show that at least 40% of women have encountered workplace harassment, with women facing additional risks if they are marginalised due to factors such as race or disability.

Various factors, including the organisational culture, can either facilitate or deter the occurrence of sexual harassment in a workplace. We also know where harassment does occur, it is often underreported, with individuals hesitant to share their experiences for various reasons, including fear of retaliation, concerns that nothing will change, and feelings of shame.

In your answer, we would like to understand:

- Your organisation's approach and actions taken to prevent harassment.
- What mechanisms your organisation has in place to enable harassment to be reported.
- Your strategies for encouraging employees to report such incidents.
- Your organisation's strategy and approach for handling cases when they are brought to light, highlighting the support provided (or planned) for individuals who raise concerns.

10. Inclusive Cultures

10.1 What functions in your organisation are currently using artificial intelligence (AI?)

○ Administrative functions

○ Human Resources

○ Customer Service

○ Data Analysis and Decision Making

○ Marketing and Communication

○ Cyber security

○ Operations

○ Other (please specify)

○ None of the above

10.1.1 Is your organisation considering the way that AI interacts with the equity, diversity and inclusion agenda?

○ Yes

○ No

10. Inclusive Cultures

10.2 What policies and initiatives do you have in place to promote an inclusive workplace culture? How do you know that your approach has been effective? (500 words)

An inclusive workplace culture that ensures all employees feel respected, valued and that their voice is heard is crucial to achieve gender equity and equal opportunities for all to succeed. It is the cornerstone of employee engagement, wellbeing, retention and job satisfaction and encourages diverse perspectives that drive innovation and improve problem-solving, leading to better business outcomes. It underpins the success of your strategy, and the impact of any initiatives or policies you have in place. In answering this question, we would like to understand:

- What activity you have in place to promote and maintain and inclusive workplace culture
- How employees are engaged on this issue, and if any additional support or training is offered to them.
- How senior leaders and line managers are engaged on this issue, and any support they receive to lead inclusively
- How you ensure that your approach is intersectional and addresses other forms of disadvantage beyond gender
- Work with customers or clients or across sector to promote inclusive workplace cultures
- How you listen to employees and what changes you have implemented off the back of feedback they have given you
- How you know that your approach to creating a more inclusive workplace culture is working.

You have reached the end of the entry form. Click "Yes" below and the "Done" button to submit your entry.

Check that you have you completed your entry:

- Have you answered all questions in the entry form including the gender metrics section?
- Have you provided details for entry contact, senior contact, invoice contact and press contact?
- Have you provided your organisation name as you want it to appear in promotions around the Top 50 list with The Times?
- Have you checked that your answers are anonymous and do not include your organisation's name or references that would easily identify it?

Please save a copy of the answers you have submitted as due to the assessment methodology these are hard to retrieve.

After you submit your answers, you will be emailed a confirmation acknowledging that we have received your entry.

* Would you be interested in receiving enhanced feedback on this application?

  ○ Yes

  ○ No

* Would you be interested in hosting a Times Top 50 Employers for Gender Equality event?

  ○ Yes

  ○ No

* Do you want to submit your entry to The Times Top 50 Employers for Gender Equality?

  ○ Yes